



# Department of Defense DIRECTIVE

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Administrative Reissuance Incorporating Change 1, July 22, 1968

ATSD(LA)

SUBJECT: Coordination and Clearance of Announcements of Personnel Reductions, Closures of Installations, and Reductions of Contract Operations Within the United States

References: (a) Memo., SecDef to Multi-DoD Addressees, "Coordination and Clearance of Information Pertaining to Closure of Installations and Facilities, Release of Personnel and Reductions in Force," July 30, 1957 (hereby canceled)

(b) Memo., Asst to SecDef (Legislative Affairs) to same addressees, "Coordination and Clearance of Information Pertaining to Closure of Installations and Facilities, Reductions in Force, and Important Reductions in Contract Operations," August 6, 1957 (hereby canceled)

## 1. PURPOSE

The purpose of this directive is to promulgate procedures for coordinating announcements pertaining to closure of installations, reductions in force, and substantial reductions in contract operations. Such procedures are to insure that appropriate officials in the Office of the Secretary of Defense (OSD) will be apprised of the planned action in advance, and that the release of information to members of the Congress, the other Executive Agencies, and the public will be properly coordinated.

## 2. CANCELLATIONS

References (a) and (b), and any other previous instructions inconsistent herewith, are hereby superseded and canceled.

### 3. PROCEDURES

#### 3.1. Initial announcements by Military Departments of decisions to

3.1.1. close or make such reductions in the population of installations as may be expected to be of interest to members of the Congress and the public, or

3.1.2. release 50 or more civilian personnel from Government employment at an installation, facility or activity, or

3.1.3. substantially reduce contract operations or employment (involving 100 or more people)

will be coordinated and cleared in the OSD before release of the information to the Congress or public. These criteria are not intended to be inflexible or without exception. The principal consideration at which they are pointed is the economic effect in the community where the action will take place, the extent of which the Military Departments are in the best position to judge.

3.2. The Assistant to the Secretary of Defense (Legislative Affairs) (ATSD(LA)) is responsible for the coordination and staffing of such announcements within the OSD and with other appropriate Executive Agencies.

3.2.1. A request for such OSD coordination will be made, in writing, to the ATSD(LA) after a decision has been made in the Military Department concerned pertaining to a closure or reduction. If exceptionally rapid clearance is required, multiple copies of the request should be submitted in order to facilitate coordination.

3.2.2. The written request will contain all pertinent information concerning the matter, including the reason for the action; the number of personnel affected by the action; the total number of employees, when appropriate; dollar amounts involved; the estimated effect on the local economy, and anticipated Congressional interest, including the names of members who will be notified. A draft of any proposed press announcement should accompany this request, or a statement will be included that no press announcement is contemplated.

3.2.3. After the announcement has been cleared by appropriate officials, the ATSD(LA) will inform the Military Department concerned that such coordination and clearance action has been taken.

3.2.4. Announcements of closures and reductions will be reported to appropriate members and committees of Congress after OSD coordination and prior to public release of the information. This notification will include the time that the DoD plans to make a public release of the information, if such time has been determined. This reporting to the Congress is a responsibility of the Military Department concerned. However, the ATSD(LA) may make appropriate suggestions in this regard at the time of notification of clearance.

3.3. The ATSD(LA) will coordinate all closure and reduction announcements with the Assistant Secretary of Defense (Public Affairs) (ASD(PA)). The Service Chiefs of Information are responsible, as appropriate, for coordinating announcements concerning closure and reduction information with the ASD(PA).

3.4. If decisions to effect closures or reductions of the nature covered by this Directive are made within the OSD, and the activity is such that it does not come within the cognizance of one of the Military Departments, the office involved will contact the ATSD(LA) for advice and assistance in coordinating the announcement.

A handwritten signature in dark ink, appearing to read "James S. Fair". The signature is written in a cursive, somewhat stylized font.

Secretary of Defense